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## APPENDIX X-2 ISSUER CONVERSION REQUEST

- Applicability:** Ginnie Mae II MBS Program only.
- Purpose:** To request the conversion of a Ginnie Mae I pool to a Ginnie Mae II custom pool and to effect transmittal, to Ginnie Mae, of all documentation necessary for the conversion.
- Prepared by:** Issuer.
- Prepared in:** Original.
- Distribution:** Original to Ginnie Mae c/o the CPTA.
- Completion Instructions:** The circled numbers on the illustrated form correspond with the numbers listed below:
1. Pool (commitment) number of the Ginnie Mae I pool that is to be terminated and reissued as a Ginnie Mae II custom pool.
  2. If some or all of the securities are held in certificated form, and only some of the certificates are transmitted with the conversion request letter (but the others will be delivered to the CPTA), list the certificate number for each certificate that is transmitted.
  3. If only some of the certificates will be delivered to the CPTA in exchange for the Ginnie Mae II pool securities (but the others are transmitted with the conversion request letter), list the certificate number for each certificate that will be delivered to the CPTA.
  4. Issuer may submit a new form HUD 11706, Schedule of Pooled Mortgages, or an updated form HUD 11706 with liquidated loans lined out and revised totals entered.
  5. Forms HUD 11707, 11709, 11709-A, 11715, and 11720 are not required for a conversion unless the issuer is establishing new accounts. List any other documents that are transmitted.
  6. Full legal name and address of issuer.
  7. Signature of authorized officer whose name appears on form HUD 11702.
  8. Date conversion request letter is prepared.



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**U.S. Department of Housing and Urban Development  
Government National Mortgage Association  
Mortgage-Backed Securities Program**

**ISSUER CONVERSION REQUEST**

TO: GOVERNMENT NATIONAL MORTGAGE ASSOCIATION  
C/O THE CHASE MANHATTAN BANK  
GINNIE MAE POOL PROCESSING UNIT  
ROOM 506  
55 WATER STREET  
NEW YORK, NEW YORK 10041

SUBJECT: GINNIE MAE I POOL (COMMITMENT) NUMBER \_\_\_\_\_ (1) \_\_\_\_\_

Gentlemen:

The issuer named below requests the conversion of the referenced Ginnie Mae I pool to a Ginnie Mae II custom pool with like remaining principal balance, securities interest rate, pool type, and maturity date.

The following materials, necessary for termination of the Ginnie Mae I pool and reissuance of the pool under the Ginnie Mae II Program, are transmitted:

\_\_\_\_\_ Copy of issuer's Ginnie Mae II issuer approval letter (form HUD 11700) signed by Ginnie Mae.

\_\_\_\_\_ Certificates. All outstanding certificates must be surrendered for cancellation. All outstanding certificates:

\_\_\_\_\_ Accompany this request. [If some but not all outstanding certificates accompany this request, list those certificates (by certificate numbers) transmitted.]

\_\_\_\_\_ (2) \_\_\_\_\_

\_\_\_\_\_ Will be delivered to the CPTA in exchange for the Ginnie Mae II pool securities. [If some but not all certificates will be delivered in exchange for the Ginnie Mae II securities, list those certificates (by certificate numbers) to be then delivered.]

\_\_\_\_\_ (3) \_\_\_\_\_

\_\_\_\_\_ Original, executed letter of consent from each holder.

\_\_\_\_\_ Check, payable to Ginnie Mae, representing the transfer fee of \$10.00 for each Ginnie Mae II certificate to be prepared.

\_\_\_\_\_ Form HUD 11710-A for the Ginnie Mae I pool, for the current month, accompanied by the applicable guaranty fee unless already paid to Ginnie Mae by the issuer.

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- \_\_\_\_\_ Form HUD 11705, completed and executed.
- (4) \_\_\_\_\_ Form HUD 11706. Updated Schedule of Pooled Mortgages.
- \_\_\_\_\_ Prospectus. Submit completed prospectus for the applicable Ginnie Mae II program.
- \_\_\_\_\_ Other forms as applicable:
- \_\_\_\_\_ Form HUD 11707
- (5) \_\_\_\_\_ Form HUD 11709
- \_\_\_\_\_ Form HUD 11709-A
- \_\_\_\_\_ Form HUD 11715
- \_\_\_\_\_ Form HUD 11720
- \_\_\_\_\_ Other \_\_\_\_\_ (specify)

ISSUER: \_\_\_\_\_ (6)

ADDRESS \_\_\_\_\_

\_\_\_\_\_

BY \_\_\_\_\_ (7)  
(authorized signature)

DATE \_\_\_\_\_ (8)